

Recommendations of Household Employment Standards Committee

The Household Employment Standards Committee, being asked by the assembly of representatives of some 30 women's organizations in northern New Jersey (1) to review problems of the household employment field; (2) to make judicious recommendations that will ameliorate those problems and, moreover, point the way toward increased harmony of relationships in the field; and (3) to establish standards for workers engaged in such employment, has worked diligently through five meetings to arrive at its conclusions.

Great quantities of information were weighted and sifted in order to have the best knowledge on which to base suggestions concerning improvements in this field of work in New Jersey. However, the committee wishes to point out the fact that its suggestions are primarily intended for the northern part of New Jersey; representation was not sought from the southern part of our state at this time. As success is realized in the northern counties, it is hoped that groups in the southern counties might like to extend that success.

The Committee wishes to make the following recommendations:

- I. That three divisions of the household employment field be recognized:
 - (1) Housekeeping - Including the general and routine duties of the average housewife.
 - (2) Labor - Including heavy work, for men only, such as washing walls, window exteriors, and rugs; hanging screens, etc.
 - (3) Specialties - Including jobs specifically employed for, such as fancy cooking, serving, etc.
- II. That four categories of Housekeeping be recognized: (1) Regular part time work, (2) Either casual or regular day work, (3) Regular full time work, and (4) Regular live-in work.
- III. That the following conditions be accepted as minimum standards with respect to certain aspects of employer-employee agreements and relationships:

Wages*: Labor - \$1.00 per hour.
Specialties - fancy cooks, \$1.25 per hour, fancy cook and server, \$1.25; server \$1.00
Housekeeping work:

	<u>Regular Part Time</u>	<u>Casual or Rclr Day Work</u>	<u>Regular Full Time</u>	<u>Regular Live-in</u>
	65¢ hr	65¢ hr	\$28.60 w'kly** -55¢ hr for beginners, for 1st 2 weeks.	\$50 w'kly for a maximum of 5½ days a week.
Hours:	-	-	44 hrs w'kly	50 hrs a week & on duty not more than 2 nights a wk.

* No carfare given, unless more than a double city fare is needed.

** Overtime at regular hourly rates, except on Sundays and holidays when time and a half shall be paid.

Vacations: If the employee gives one full year of service, she will be entitled to one week's vacation with pay. Employee shall be paid for vacation period when she returns from vacation.

There shall be eight paid holidays: New Year's Day, Washington's or Lincoln's Birthday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. However, if employer requests employee to work, and the employee agrees to do so, the rate shall be at time and one half.

These benefits apply to all housekeeping employees except day workers, laborers, and special workers.

Living

Conditions: When employee is to live on premises, there shall be provided beforehand a sanitary room for sleeping purposes, and adequate modern sanitary facilities for bathing. Sleeping quarters shall include a comfortable sanitary bed of standard type; one vanity, chest of drawers, or similar arrangement for such aid in dressing; and ample additional space for placement of clothing necessary for wardrobe of current season. When these requirements are satisfied, there shall still be ample space in said room for easy movement around quarters. When quarters are in use, the temperature during winter must be maintained up to 70 degrees according to the wish of the employee; during the summer, there must be provided means of keeping temperature no higher than the average temperature of other sleeping quarters in the same establishment. Adequate diet, in quality and quantity shall be provided.

Responsibilities and duties: Responsibilities shall include the normal housekeeping chores, exclusive of definite labor and specialties.

It shall be the duty of the employee to call, or otherwise notify the employer when not coming in for work.

Skills and experience

: The employee shall perform each task for a trial period of two weeks. Satisfactory skill is assumed if after these two weeks employee is continued in job. Exception to this assumption of satisfactory skill may be made in writing to referring agency, not later than the end of the third week of employment.

Additional skill, developed through special training shall constitute a just cause for consideration of an increase in pay. The increased efficiency gained with months of work on the same job, shall either increase the employee's rest time, or permit other duties to be performed at a commensurate increase in pay.

IV. That all public and private employment agencies in the northern part of New Jersey be asked and urged to use, for their referrals, some variation of the suggested referral card illustrated below. The committee considers it of the utmost importance that each item noted on the illustrated card, be included on the form any agency may use. It is suggested that this card be issued in duplicate, one copy to be given to the employer and one copy to be kept by the employee. By this method it is hoped that a good understanding will be reached by employee and employer as to all conditions of employment.

The Household Employment Standards Committee is composed of the following persons who are at present professionally employed in work dealing in some part with household employment, who have made some pertinent study of household employment problems or have otherwise been particularly active about household employment problems:

- Mrs. Allan P. Ames, 70 Vreeland Ave., Rutley, N. J.
- Mr. William W. Barnes, Curley's Employment Agency, 189A Main St., E. Orange
- *Mr. Herbert A. Bergen, manager, Newark USES, 509 Washington St., Newark
- *Mr. Edward J. Flynn, Jr., Director, Wage & Hour Division, Department of Labor, 1060 Broad Street, Newark
- *Mr. Henry Geller, manager, Paterson USES, 219 Ellison St., Paterson
- Miss Helen S. Godwin, Montclair Employment Agency, 807 Bloomfield Ave., Montclair, N. J.
- *Miss Beatrice Gross, Newark USES, 509 Washington St., Newark
- Mrs. James Lichtin, American Jewish Congress, Irvington - 812 So. 19th St. Newark, N. J.
- Mr. Roy E. Morris, N. J. Urban League, 58 W Market St., Newark
- Miss Julia Spaulding, Newark (Branch) YNCA, 52 Jones St., Newark
- Miss Hortense Spoor, Newark YNCA, 55 Washington St., Newark.

Respectfully submitted,

Roy E. Morris
Roy E. Morris, Chairman

* Acting in advisory capacity.

for Household Employment Standards Committee

Front

(Agency Name)	
(Address)	
Date _____	
To _____	
Address _____	
We are referring a _____	
For position of _____ at \$ _____ for _____ hours	
work, and at \$ _____ for overtime.	
_____ Interviewer	
_____ Employer's Signature	

Back

The job described on the face of this card is as checked below.	
Regular:	
Part time <input type="checkbox"/> Day work <input type="checkbox"/>	Full time <input type="checkbox"/> Live-in <input type="checkbox"/>
Casual (temporary) Day work <input type="checkbox"/>	
I. Housekeeping:	II. Labor
making beds <input type="checkbox"/>	Cleaning <input type="checkbox"/>
Plain cooking <input type="checkbox"/>	Walls <input type="checkbox"/>
Light cleaning <input type="checkbox"/>	Windows <input type="checkbox"/>
& child care <input type="checkbox"/>	Rugs <input type="checkbox"/>
Light laundry <input type="checkbox"/>	Hanging <input type="checkbox"/>
Dish washing <input type="checkbox"/>	screens <input type="checkbox"/>
Kitchen and <input type="checkbox"/>	<input type="checkbox"/>
bathroom scrubbed <input type="checkbox"/>	<input type="checkbox"/>
III. Specialties	
Fancy cooking <input type="checkbox"/>	
Serving <input type="checkbox"/>	